

WORKFORCE HORIZONS

Planning Tomorrow's Workforce Today

Louisiana Department of Civil Service

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WELCOME TO WORKFORCE HORIZONS

This is the first issue of the Civil Service online newsletter on workforce planning, Workforce Horizons. The purpose of the newsletter is to educate readers about workforce planning issues and best practices, inform them about current and upcoming Civil Service activities, workshops and training related to workforce planning and to provide practical job aids to assist agencies with workforce planning. Periodically, we will also spotlight agency activities and best practices.

If your agency is doing workforce planning and would like to submit something to be published in the newsletter, please contact the editor, Max Reichert, Workforce Planning Assistant Division Administrator at max.reichert@la.gov. We also welcome questions about workforce planning and suggestions for improvements or additions to the newsletter. We want this newsletter to be useful to you. Questions, comments and requests to be added to the distribution list for the newsletter should also be sent to Max Reichert at the above email address.

The newsletter will be issued monthly. Each issue will revolve around a particular theme. This issue focuses on the reasons for doing workforce planning

WHAT MAKES WORKFORCE PLANNING SO URGENT NOW?

Workforce Planning consists of predicting your future staffing needs and creating and implementing plans to meet them. Getting the right people, with the right skills, in the right place at the right time. Of course you have always had turnover, retirements and vacancies, and you have mechanisms in place to deal with them. *What is different now?*

Here are some statistics from June 30, 2005 regarding Classified state employees:

- ◆ 14% are eligible to retire within one year
- ◆ 21% are eligible to retire within three years
- ◆ 29% are eligible to retire within five years

Of course, each agency is different. The statistics for your agency may vary from these statewide statistics. To assist agencies in determining the extent to which potential retirements may affect them, the Department

of Civil Service issues annual workforce profiles to each agency.

AGENCY WORKFORCE PROFILES TO BE ISSUED IN APRIL 2006

By April 14, 2006 the Department of Civil Service will mail each agency its annual workforce profile. These reports provide information on all classified permanent and probational state employees. The data is organized by EEO-4 job categories. The reports show such information as number of employees in each category, average age of employees, number of employees currently eligible to retire but not in DROP, number of employees currently in DROP and number of employees eligible to retire within five years. (Note: Retirement data is only available for agencies and employees covered by LASERS). Questions about the workforce profiles should be submitted to Max Reichert at max.reichert@la.gov.

UPCOMING CIVIL SERVICE WORKSHOP ON WORKFORCE PLANNING

The Department is planning a one-day workshop to be delivered July 11, 2006. The workshop is intended primarily for agency Undersecretaries and Human Resources Directors but is also open to any other staff agencies wish to send who are concerned with workforce planning. The purpose of the workshop is to raise awareness of the importance of and need for workforce planning, to provide the participants with the fundamentals of what workforce planning is and how to do it, and to provide some examples of practical experiences and best practices being done in the field. The workshop will include a case study presentation by a state agency outlining a successful program they have

implemented and also a panel discussion on various activities currently being done by agencies as well as issues and topics of concern in workforce planning. Everyone who has received this newsletter will receive an electronic notification of how and when to register for the workshop.

TEN REASONS TO DO WORKFORCE PLANNING

1. Create a pool of potential replacements for persons expected to retire soon
2. Create a succession plan for top executive positions
3. Provide documentation of need and justification for budget requests for funding additional staff
4. Develop a means of preserving critical knowledge and “corporate” or “organizational” memory from experienced employees and transferring it or making it easily accessible to less experienced employees
5. Prepare for dealing with external factors such as budget cuts or changes in laws or regulations affecting your workforce
6. Prepare for changes in technology or availability of needed knowledge and skills in the work force
7. Prepare for expansion of existing programs or establishment of new programs or facilities, or expected reorganizations
8. Create individual training and development plans for employees to

help them do their current jobs better
or to prepare them for future
advancement in the organization

9. Develop means of retaining or recruiting valuable employees, especially for high turnover jobs that are hard to fill because they require knowledge or skills that are in high demand and relatively scarce in the available applicant pool
10. Provide contingency plans for dealing with the impact of unexpected catastrophes such as hurricanes Katrina and Rita